FOR MYSORE STATE

Public (RD Pln) **(1955) Department.**

RR **SERIES.**

Passed
K
Supdt
18/4/55

G.O. No. 536

Dated 9. 4. 1955

[Despatch Abstract.]

Community Projects — South Kanara Project Area — Office of the Project Executive Officer, Mangalore — Post of additional Lower Division clerk — Sanctioned.

Ref. 3976/54-E.

Project Executive Office, S.K.,
Mangalore, Dated 11-11-1954.

19 NOV 1954 6849 PUBLIC DEPARTMENT

From
Sri. H. Narasimha[illegible]
Project Executive [illegible]
South Kanara, MANGALORE.

To
The Director of Community Development, MADRAS.

Sir,

Community Projects--Office of the Asst. Project Officers Mangalore and Karkal--Additional post of U.D.Cs--Sanction-Request

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At present only one Lower Division Clerk has been sanctioned for work under each of the Asst. Project Officers, Mangalore and Karkal. There is of course one additional L.D.C. for each of them entirely for loans work. This post is purely temporary and is liable to be obolished when the loan work goes below the minimum prescribed.

One Lower Division Clerk for each of the Asst Project Officers was sanctioned at the time of the inception of the Community Project scheme in South Kanara in October 1952. In the initial stages the work in each office was nominal and one L.D.C. could manage with the work, as the Asst. Project Officers at that time were mainly engaged with preliminary investigation regarding ~~wavr~~ various proposals and organisation of Village Committees in the villages to draw up work programmes. When the time came for the actual execution of work programmes, work in the offices of the Asst. Project Officers gradually increased and it is now found that one L.D.C. is not in a position to cope up with the increased volume of work.

To begin with there were altogether 30 Village Guides. But now the full complement of 54 Village Guides are functioning and as a result correspondence has increased abnormally. Their diaries etc. have to be reviewed periodically. The No. of works and other schemes involve ~~some~~ considerable correspondence work, and it is noticed that the receipt of papers in each office is on the increase day by day. In addition to that each Asst. Project Officers have to submit 10 to 12 periodicals, monthly, fortnight, quarterly and half yearly. The only L.D.C. now working has not only to attend to correspondence work but also fair copying and despatch. He has also to go to the Treasury frequently. The No. of currents dealt with is given below:

	1952.	1953.	1954.(till 28-10-54)
A.P.O.Mangalore.	156	994	938
A.P.O.Karkal.	--	831	1375

There are about 20 to 25 covers for despatch each day in each of the Asst. Project Officers' offices.

From July 1954 onwards the Asst. Project Officers have been authorised to draw their pay bills. Hence they have to maintain the prescribed registers in this regard.

P.T.O.

The work involved in Asst. Project Officers' Offices is more than one L.D. C. can manage. Since Asst. Project Officers have got administrative control over all the subordinates working in this Community Project Area it is needless to say that he cannot exercise proper control without proper assistance from the office. It is therefore felt that a U.D.C. is quite necessary for each of the Asst. Project Officers to cope up with the increased volume of work and also for the systematic and smooth working of the office.

I, therefore, request that sanction may kindly be accorded for the appointment of one Upper Division Clerk for each of the Asst. Project Officers' Offices for a period of 6 months from the date of appointment.

Yours faithfully,

15/11

Project Executive Officer

Ref. C. No. 3036/54-2. Project Executive Office, Mangalore, Dated 19-11-1954.

25 NOV 1954 ASSISTANT (RURAL DEVELOPMENT) DEPT.

From

Sri. H. Narasimha, B.A.,
Project Executive Officer,
South Kanara, MANGALORE

To

The Director of Community Development, MADRAS.

25 NOV 1954 DIRECTOR OF COMMUNITY DEVELOPMENT MADRAS

29 NOV 1954 7124 DEPUTY SECRETARY TO GOVERNMENT DEVELOPMENT PROJECTS, PUBLIC DEPT.

Sir,

Sub: C.D.P. - 1st FIVE YEAR CTG--South Kanara--Offices of the Project Executive Officer and Asst. Project Officers--Proposals for additional staff--further report--Submitted.

Ref: My report Ref.C.No.3036/54-2, dated 8-9-1954 and Ref.C.No.3976/dated 11-11-1954.

I had submitted proposals for the employment of 4 additional Lower Division Clerks and a Upper Division Clerk for the Project Executive Officer's Office and one Lower Division Clerk for each of the Asst.Project Officer's Offices as per my reports cited above.

I now on a proper assessment of the volume of work that is increasing day by day due to the regular stream of orders and communications that are being received from various quarters both on correspondence and on accounts, in the Project Executive Officer's as well as in the Asst. Project Officers' Offices and also in the offices of the two Asst. Engineers, I am submitting the following revised proposals for the additional staff required for my office as well as the offices of the two Asst. Project Officers and Two Asst. Engineers.

1. Project Executive Officer's Office:

The work on both on the accounts and correspondence sides is ever increasing. As a good lot of statements and registers have been prescribed to be maintained in the Project Executive Officer's Office, the accounting work in this office on the whole has become much complicated, difficult and voluminous. Objections from the Accountant General are being received in large volumes. The No. of work bills and ~~xxt~~ contingent bills has also increased. The work on account side has already accumulated and the Accountant with the assistance of a single clerk is not able to cope up with it. To ensure accuracy and promptness in the accounting one Upper Division Accountant and 2 more L.D.Cs are absolutely necessary. The L D.Cs may be drawn from the Engineer's Office as they have experience of the work relating to engineering branch.

On the correspondence side in my office, there is real need for one L.D.C. to attend to each of the following items of work.

1. One U.D.C. for general correspondence and supervision.
2. One L.D.C. for Animal Husbandry and Agricultural Extension.
3. One L.D.C. for Rural Health and Sanitation.
4. One L.D.C. for Social Education and Education.
5. One L.D.C. for Irrigation, Loans etc.
6. One L.D.C. for dealing with correspondence relating to communications.

7. One L.D.C. for Rural arts, Crafts, Industries and other Miscellaneous Papers.

8. One L.D.C. for Establishment, Leave, Appointment and maintenance of Service Registers etc.

9. One L.D.C. for T.A. Bills, Pay bills, despatch and record.

10. One Steno-Typist.

Thus, on the whole the office establishement should consist of:

One Accountant.

One Upper Division Accountant.

One Upper Division Clerk and

12 Lower Division Clerks including one Steno-Typist.

There are at present one Accountant, one Upper Division Clerk and five Lower Division Clerks (including steno-typist). Thus the appointment of one U.D.A. and two more Lower Division Clerks for account branch and 5 more lower division clerks for attending to correspondence are absolutely necessary.

Much hardship is felt for want of sufficient No. of peons. Now there are only 3 peons in my office. Two more peons are also needed to cope with the increasing volume of menial work both outdoor and indoor in my office.

2. Asst. Engineers' Offices:

No clerk has been given to the two Asst. Engineers working under this Communityproject. Both the Asst. Engineers have strongly represented the acute necessity for at least one clerk for each of them exclusively. I find that there is real necessity for at least one clerk to be put under each of the two Asst. Engineers as each of them has half a dozen supervisors under him. One of the Asst. Engineers has his head quarters at Karkal.

Only one sevak has been given to each of the Asst. Engineers who are in charge of different subdivisions .Hills on camp, it is found quite difficult to convey tappals from their office to camp. One more sevak is also absolutely necessary for each of the Asst. Engineers. Thus, two L.D.Cs and two more sevaks or peons may kindly be sanctioned to be employed under the two Asst. Engineers working in this Community Project Area.

3. Asst. Project Officers' Offices:

The Asst. Project Officers have only one L.D.C. in their offices at present. He is required to attend to fair copying, despatching etc. in addition to regular correspondence work. In view of the large volume of work in each of the Asst. Project Officer's offices the employement of one U.D.C. and a typist is quite necessary.

P.T.O.

In the above circumstances, I request that sanction may kindly be accorded to the additional employment of one Upper Division Accountant and 7 Lower Division Clerks and 2 peons for the Project Executive Officer's Office, One Lower Division Clerk and one sevak in the offices of each of the two Asst. Engineers and one Upper Division Clerk and one typist for each of the two Asst. Project Officers at a very early date.

The Chief Engineer (Highways) may be asked to appoint a substitute in place of one supervisory, Sri. M.Gopal Rao, transferred to Andhra State, whose place is vacant now.

As arrears have accumulated in both Project Executive Officer's Office and in Asst.Project Officers' Offices for want of adequate staff, I request that top priority may be given to the matter and orders issued very expeditiously.

Yours faithfully,

Project Executive Officer

JC/10-11-54.

19/11

From
Sri. H. Narasimha,
Project Executive Officer,
South Kanara, MANGALORE

The Director of Community Development, Madras.

Sir,

COMMUNITY PROJECTS--South Kanara--Sanction of one additional Asst. Project Officer--Proposals-Submitted.

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1. With the transfer of 10 villages of Wandse and Bainduru firkas of Coondapur Taluk to Bainduru National Extension Service Block as ordered in G.O.Rt.No.1024 P.H.(R.D.P.) Dept., dated 2-12-1954 this Project will consist of 292 villages with an area of 1125 sq. miles. and with a population of about 6 lakhs. At present the Asst. Project Officer, Mangalore is in charge of I and a portion of the II Block which now lies in the recently formed Belthangady Taluk, while the Asst. Project Officer, Karkal is in charge of the whole of Karkala Taluk and the 9 villages of Coondapur Taluk i.e. the whole of III Block and Moodabidri and Venur firkas of Karkala taluk of II block. The total extent of the jurisdiction of the Asst. Project Officer, Karkal is 709 sq. miles which is nearly double the area of Mangalore Asst. Project Officer's jurisdiction. The extent of III Block is itself very vast and the villages are not easily accessible being situated in interior parts. I would be more clear if I submit that the extent of South Kanara Project is more than 2 times the basic type Project Block and the total population to be served being about 6 lakhs is three times the number stipulated in the Draft Out Line.

2. With the assistance of a single clerk each in the office, the Asst. Project Officers have to attend to office and as well as to executive work. Preliminary enquiries, selection of beneficiaries in all items of works, disbursement of loans under A.L. and L.I.L. Acts, supervision of work of village Guides and other subordinates working in the Community Project, sale of Water Seal Seats etc. are some of the important items of works that are being attended to by Asst. Project Officers in addition to correspondence work. Maintenance of several registers in connection with the disbursement of loans and drawal of establishment pay bills form substantial part of their duties.

3. Though at the initial stages, the work was not heavy, the increase in work at the present stage with further increase hereafter has made it impossible for two Asst. Project Officers to carry on their duties with required efficiency and promptness. The Asst. Project Officers being the immediate administrative heads in their respective areas next to the Project Executive Officer, their prompt attention and active cooperation in all the activities of the Community Project at every stage are indispensable. Since most of the activities especially works programmed for execution require public contribution in one way or the other a close and constant contact with the masses is quite necessary for the early execution of works. With the increase in engineering staff in field it is found necessary to attend to the preliminary investigation of all works and selection of beneficiaries with greater promptitude lest the work of the technical staff should suffer.

P.T.O.

In addition, the Asst. Project Officers have since been authorised to accept relinquishments as per G.O.Ms.No.2100 Public (R.D.P.) Dept., Dated 3--11-1954 which throw considerable work on them both in office and in the field. Disbursement of loans for the construction of houses under Rural Housing Scheme sanctioned in G.O.Ms.No. 2405, dated 4-12-1954 entails lot of enquiries and correspondence. With all these items of work which have to be attended to with the utmost promptitude in view of the short period of the Project that remains before us, it is found that one more Asst. Project Officer is absolutely necessary to cope up with the work that lies ahead. With the limited time at disposal a vigorous and systematic drive on all fronts is expected from theAsst. Project Officers to accelerate and complete all the programmed items of works before the close of the Community Project period.

I, therefore, request that one more Asst. Project Officer with a staff of one Upper Division Clerk, one Lower Divsion Clerk-cum-typist and one peon may be sanctioned immediately to this Project so that each Asst. Project Officer may be put in charge of one block.

I, request the favour of early orders.

Yours faithfully,

Project Executive Officer.

JC/13-12-54.

Pub (RDP) III

Memorandum 8104 RDP III/54-1 d 5/2/55

Sub: CP - SK. - Project Area - Additional Staff - Proposals.

Ref: From the PEO Mangalore letters No CAT 28/54 d 11.12.54

pp 1-3

Information regarding the availability of funds for meeting the expenditure on the proposed addl. staff is not available in this Deptt. The PEO. is requested to furnish the particulars as indicated in memo No 8006 Pub (RDP) VII/54-2 dated 21.7.54.

(1)

To
The PEO.
Mangalore.

5/2/55

CENTRAL DESPATCH BRANCH
Van.
Post.
Despatched by Regd. Post.
Messenger.
9/2/55
Date ... 195 . Despatcher's Initials.

Sri. U. Narasimha,
Project Executive Officer,
South Kanara, Mangalore.

D.O.
Ref: 2036/54.

Project Executive Office,
Mangalore, Dated 17--2--1955.

207/
24FEB1955

Dear Sir,

Community Project--South Kanara--Addl. Staff--Sanction--Urgent orders--requested.

Ref: 1. C.P.'s.No. 2036/54-1, Dt. 25--11--1954.
2. This office Ref.No.6371/54-2, Dt. 18-1-1955.
3. This office Ref.C.P. 2036/54-E, Dt. 18-11-1954.
4. This office Ref.C.P. 2036/54, Dt. 11--12--54
5. Govt. Memo.No.CDP.210/54-1, Dt. 5-2-1955.

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The work relating to accounts as well as correspondence has increased in this office to such an extent that I am afraid it may go to a mess shortly despite the best efforts of the present staff. On the accounts side, work has gone on the increase, audit objections are pouring in and periodical returns are numerous, not to speak of the voluminous nature of many of the periodicals. All this work is now being attended to by one Accountant with the assistance of a L.D.C. There is also a good deal of correspondence relating to accounts. The U.D.A. sanctioned in G.O. cited(1) above has not yet been posted. The Superintending Engineer, Canara has intimated that no U.D.C. is available for deputation to this office. This was reported to the Director (Community Development) in this office reference cited (2) and a reminder letter was sent on 5--2--1955.

(2) On the correspondence side, additional staff of 5 clerks was applied for in the reference cited (3) above. The work under each of the main heads of work has increased to such an extent that one clerk is exclusively necessary to deal with each item. Every item of work involves financial sanctions calling for a careful study of the various files. References to and from other departments are on the increase after the full integration of Community Project activities with the normal departmental activities. Periodicals are ever on the increase and the pressure of work is such that urgent references get bottled up for months together. The normal procedure under District Office Manual is now practically given up and the work is being done in a hectic manner in view of the extraordinary urgency with which it has to be carried out. Though the remaining project period is short, but the working season in this district being limited to 6 years, the correspondence relating to it is concentrated during the 1st half year.

(3) I feel that without at least 2 more clerks to attend to correspondence side of the work for the present, the progress of work will be greatly hampered. I am enclosing an organisation chart, a letter as I feel greatly worried when I see the heavy pile of files accumulated in the office in spite of every body working hard and I am keen on to achieve the maximum progress before the end of June next and to complete as much as possible before June next.

DEPUTY SECRETARY TO GOVERNMENT
24FEB1955
(RURAL DEVELOPMENT PROJECTS), PUBLIC DEPT.

I, therefore, earnestly request that in the emergency that has arisen now, early action may be taken to get the [illegible] already sanctioned and to create two more clerks in this office, issuing urgent orders to the Collector to post two experienced and efficient men in the Revenue Establishment, sending [illegible] on the proposals submitted from this office.

I am looking forward to an early visit of the Minister to this Project area.

Yours sincerely,

(H.M. Naimpally) 18.2.53

To,
Shri M.P.H. Chaveshani, I.C.S.,
Minister of Community Development,
and Ex-Officio Addl. Secretary to
the Govt. of Madras-D.

18/2/53.

Publ (RDP III) Dept

Subj: Community Projects - South Kanara Project Area - Office of the P.Bo. Mangalore - Posts of additional Lower Division clerk - Sanctioned

Ref: From the P.Bo Mangalore Ref 3036/54 dt 17.2.55

G.O. Rt. 536 Dated 9.4.55

Order:-

Sanction is accorded to the appointment of one ~~post of~~ additional lower ~~div~~ division clerk on Rs.45-90. per mensum plus the usual allowances in the office of the P.Bo Mangalore for a period of 3 (three) months from the date of appointment.

2. The expenditure should be debited to "63 B Community Dev Projects, N.E.S and Local Dev Works. (1) Community Dev Projects - b. District Estts. 2. Pay of Establishments and 3 allowances."

3. The P.Bo Mangalore is informed that the proposal for the further period of continuance ~~of the clerks~~ should be supported by details ~~of~~ particulars ~~'statistics'~~ regarding the ~~receipt of~~ ~~correspondence~~ by each of the clerks and the total staff sanctioned for his office, the distribution of

To
The P.Bo Mangalore
The Collr of South Kanara
The A/g Under Finance
Copy to Rt (RDP VII) file

CENTRAL DESPATCH BRANCH
Dept. Post.
Date Stamp.

16

work among them, the
20 of currants received
in the office during the
previous 3 2 months and
the average 20. of currants
dealt with by each clerk.

8/4/53

Public (RDP III)

C.No. 8104 RDP III/54. Sub:- Community Projects – South Kanara Project Area – Appointment of a third Assistant Project Officer – Proposals

Ref:- From the Project Executive Officer, Mangalore, No. 28/54 dated 11-12-54

To As

According to the Draft Outline on Community Projects, each Project will embrace approximately 300 villages with a population of about 2,00,000 people and cover a cultivated area of approximately 1,50,000 acres of land. A Project Area will be divided into three blocks, each comprising about 100 villages and a population of about 65,000 people.

The South Kanara Project Area consists of 292 villages having an area of 1125 sq: miles and a population of about 6 lakhs. The Assistant Project Officer, Mangalore, is in charge of Block I and a portion of Block II which lies in the recently formed Belthangady Taluk. The Assistant Project Officer, Karkal is in charge of Block III and Venur firkas of Karkala taluk of Block II. The total extent of the jurisdiction of the Assistant Project Officer, Karkal is 709 sq: miles while that of the Assistant Project officer, Mangalore is 416 sq: miles. The extent of Block III is very vast and the villages are situated in interior parts. The extent of the South Kanara Project Area is more than two times the basic type and the total population to be served

is three times the number stipulated in the Draft Outline.

The Project Executive Officer, Mangalore has pointed out that the work has increased to such an extent that it has not been possible for two Assistant Project Officers to carry on their work efficiently and promptly. The Assistant Project Officers being the immediate administrative heads in their respective areas next to the Project Executive Officer, their prompt attention and active co-operation in all the activities of the Community Project at every stage are quite essential. The works programmed for execution require public contribution and the Assistant Project Officers should have constant contact with the masses. According to G.O. Ms. No. 2100 Public (RDP) dated 3-11-59 the Assistant Project officers have been authorised to accept voluntary relinquishments or gifts of lands for Community Project Works. Disbursement of loans for the construction of houses under Rural Housing Scheme sanctioned in G.O. Ms. No. 2405 Public (RDP) dated 4-12-59 also entails lot of enquiries and correspondence. All these items of work will have to be attended to promptly ~~for which an additional~~ and the responsibility for this rests with the Assistant Project Officers. ~~has necessarily to be appointed.~~

In order to achieve greater progress of work in the South Kanara Project Area, which has a comparatively greater area (and larger population), it is quite essential that an additional post of Assistant Project officer is sanctioned for that Project Area. An additional

Upper division clerk, ~~the~~ one Lower division clerk-cum typist, ~~and~~ one peon have also to be sanctioned for work under the Third Assistant Project officer, as in the case of the other Asstt. Project Officers.

for Multipurpose Project

finance may see for acceptance of the proposal.

JGS 12-1-55

Accounts Section

Rly 12/1/55

~~see~~ note re. availability of funds.

16/1/55

Pub. RDP VII

The latest position is not known in this section. The P.E.O. may be referred for availability of funds ~~to~~ also to know the progress to meet the expenditure. According to instructions such informations should have been furnished by the P.E.O. himself.

17/1/55

Rly 13/1/55

~~16/1/55~~

Pub. RDP VII

Pub. ~~ask~~ a copy of the M.O. referred to by RDP VII and ask the P.E.O. to furnish the particulars w.r.t. the instructions in that M.O.

20/1/55

Orders on p. 3 ante

8104/...

A copy of the memo is put up at Ⓓ. Draft memo to the P.E.O. is put up.

20/2 — 5/2/55

[Issued as Memo 8104 RDP.III/54-1 d 5-2-55]
[From the PEO., Mangalore 3036/54 d. 17-2-55]

The d.O. letter from the PEO, Mangalore on P. 13 ct. may be perused. In Memo. No. 8104 RDP.III/54-1 d. 5-2-55, the PEO., was asked to furnish the particulars regarding the availability of funds as indicated in the Memo. at Ⓓ below. Without furnishing the above information, the PEO. has requested orders sanctioning the additional staff. In view of the urgency expressed in this D.O. letter at p. 13 ct. and the circumstances explained at Hs. 1-3 above it is for orders whether the additional staff may be sanctioned.

Finance may see.

In the circumstances explained by the P.E.O.

16/3/55

6Y 5/

810H/54

2 addl. l.d.cs ~~may~~ be sanctioned ~~immediately~~ for a period of 6 ~~months~~ and the Collector asked to post ~~Two~~ two experienced hands from the Rev. Dept.

Dy 18/3/55

Yrs Urs 18.3.55

~~D.S~~

What about the 2. D. A referred to in para 4 on p 14 c/f? Urs 18.3.55

Submitted that separate action has been taken in Cdn. 1006 ADP III/55 and the Collr. of Silchar has been asked to spare an accountant from the Revenue Sett.

A 19/3/55

Dy 19/3/55

Two addl LDCs may be sanctioned

~~D.S~~

Urs 21.3.55

Fin

Fin

Finance (Ex)

The file has been sent to this Deptt with reference to the

DEPUTY SECRETARY TO GOVERNMENT
23735
22 MAR 1955
EX
DEPARTMENT

Pub. ADP.VO. 8104 III/54.2
d 22/3/55

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proposal for the employment of two addl l.d. clerks in the office of the Project Executive Officer, Mangalore for a period of 6 months. The extra cost involved works out to Rs 1182/- for 6 months

2. From PAF it is seen that at present there are one Accountant, one u.d. clerk and five l.d. clerks (including steno-typist) in the office of the P.E.O. Mangalore. Apparently the above staff does not include the post of u.d. Accountant sanctioned in G.O. No. 2297 Pub(R&B)07 25-11-54 as it has not yet been filled up.

The P.E.O. Mangalore has not furnished any statistics for examining the volume of work in his office. There is also no definite information in the file regarding the staff sanctioned for the offices of the P.E.Os and how far the staff allowed to the P.E.O. Mangalore Compares with the staff sanctioned for the offices of the other P.E.Os. From para 5 above it is seen that separate action has been taken for filling up the vacant post of accountants in the office of the P.E.O. Mangalore. With the filling up of the post of accountant there may be some relief to the existing staff.

Having regarding to the above circumstances

K

ASSISTANT SECRETARY TO GOVERNMENT
3409
3 APR 1955
(RURAL DEVELOPMENT PROJECTS), PUBLIC DEPT.

Finance may advise that an addl l.d. clerk may be sanctioned temporarily for a period of 3 months and the question reviewed thereafter with reference to the points mentioned at 'A' onwards above. If this suggestion is accepted, the extra cost involved will be Rs 295/- for 3 months.

With the above remarks, the case may be returned to Pub(RDP).

Sm of 24.ST MS

M
2/4 Pub (RDP)

Fm no 23735/51 2/4/55

Pub(RDP III) Dept

Please see the notes of Finance Dept from the bottom of p5 onto. They have accepted the proposal for the employment of one additional Lower Division clerk for a period of 3 months in the office of the P.D. Bangalore. Subject to orders, a draft order is submitted below for approval

D
8/4/55

[Issued as G.O.Rt 536 Pub(RDP) d 9.4.55]